

WORLD WIDE RECRUITMENT

The following is a list of positions serviced by HRO Yokosuka that are currently being recruited worldwide through RESUMIX. To apply, please submit your resume to HRSC Pacific, Honolulu, Hawaii via the following link:

HYPERLINK: [HTTP://www.donhr.navy.mil](http://www.donhr.navy.mil)

Click on: Jobs, Jobs, Jobs

New CHART application procedures are available on the following link:

HYPERLINK: [HTTP://hro.cnfj.navy.mil](http://hro.cnfj.navy.mil)

Click on: Hot Items

Direct inquiries to 1-808-471-0565 ext. 264 and follow instructions.

ELECTRONICS TECHNICIAN, GS-856-11/12 (US NAVAL SHIP REPAIR FACILITY AND JAPAN REGIONAL MAINTENANCE CENTER, YOKOSUKA)

DUTIES: The incumbent's principal area of responsibility is to provide system and equipment/component technical support services and expertise on a variety of AEGIS systems and sub-systems installed aboard U. S. Navy ships. Provide expert technical support, oversight and management in the troubleshooting, disassembly, depot and intermediate level repair and modernization, assembly, test and certification of AEGIS systems and support systems. The incumbent works closely with other members of the AEGIS Systems Branch to ensure shipboard systems and equipment within his/her specialty areas are fully operational. He/she also provides Fleet Technical Assistance and Distance Support as the local area expert on AEGIS systems, responding to and resolving operationally degrading system casualties on Forward Deployed Naval Ships at sea. Serves as Combat Systems Project Manager for ships undergoing scheduled maintenance availabilities as NSRF Yokosuka.

PRODUCTION CONTROLLER, GS-1152-12 (US NAVAL SHIP REPAIR FACILITY AND JAPAN REGIONAL MAINTENANCE CENTER, YOKOSUKA)

DUTIES: Manages and coordinates advance planning and planning for US Navy ship repair and modernization work and special projects which includes planning and coordinating the compilation and issuance of job orders, requesting required funding, ordering of material, technical direction of Type Desk Division personnel etc. Acts as a financial administrator, ensuring adequate funds are available and costs does not exceed authorized budgets for assigned projects. Administers funds allocated for assigned work on both cost reimbursable and fixed prices basis. Authorizes preparation of plans, design data, and material specifications by the Design Division. Compiles data, metrics, and prepares reports. Conducts various conferences and meetings: Advance Planning, Ready to Start & Availability Execution, Arrival, Weekly Production Progress Status, Departure, and other meetings as required. Acts as a single point of contact/project team manager within the respective project teams, within the Type Desk division for all communication concerning assigned projects and availabilities. The incumbent may serve as the Type Desk Officer or Supervisor in the absence of the Type Desk Officer or Supervisor.

FIRE CHIEF, GS-0081-14 (Regional Fire Department, Commander Navy Region Japan, Yokosuka)

DUTIES: Serves as Regional Fire Chief for the Commander of U.S. Naval Forces Japan (CNFJ) Regional Fire Department and is the senior fire protection authority. This position provides administrative assistance and specialized guidance on all matters pertaining to fire protection for all installations under the cognizance of the Commander of U.S. Naval Forces Japan. Develop, Manage, and Execute regional budget for labor and non-labor funding. Establishes policy for the CNFJ Regional Fire Department on personnel management, labor relations, scheduling of work, leave, and predetermined assignment of

apparatus response, utilizing appropriate guidelines/instructions. Negotiates mutual aid agreements with federal and host-nation agencies in neighboring communities. Promotes fire prevention and public education to military, dependents, civilians and host-nation employees of the community.

RECREATION SPECIALIST (YOUTH ACTIVITIES), GS-0188-07 (Commander Fleet Activities Yokosuka, Morale, Welfare & Recreation Department)

DUTIES: Carries out the youth physical fitness and sports programs which includes organizing, planning, directing and execution of recurring activities. Provides input recommendations for future success of these recurring activities. Works in setting-up special events and joint community programs that ensure effective use of facilities and other resources. Programs include team and individual sports, physical fitness activities, cultural activities and instructional physical fitness and sports skill activities. Guides and reports on the progress of youth physical fitness and sports volunteers. Arranges for all supplies, equipment and clothing necessary to support the youth physical fitness program. Ensures proper internal controls are adhered to for the protection of income, minor property, fixed assets, supplies and records. Assures that fire, safety, security and sanitation inspections are conducted and that facilities deficiencies are reported. Coordinates program efforts with managers of other recreation areas such as child care center, theaters, youth center, swimming pool, bowling center, etc. Maintains telephone and personal contacts with other representatives in the recreation field, command representatives, special interest groups, base activities, schools and parents. Analyzes and resolves complex customer-service problems.

MANAGEMENT ANALYST, GS-343-12 (U.S. FLEET & INDUSTRIAL SUPPLY CENTER, YOKOSUKA, JAPAN)

This position is located in the Business Resources Department, U.S. Fleet and Industrial Supply Center (FISC), Yokosuka, Japan. The incumbent represents FISC Yokosuka while marketing services, conducting negotiations with potential customers and/or partner representatives, and coordinating team efforts in the development of detailed business cases. Incumbent is responsible for formulating inter-service support agreements, business case analyses, memorandum of agreement and memorandums of understanding and functional transfer letters; and generating and maintaining a partnership monitoring system capable of monitoring workload performance, and cost relative to multiple partnering agreements. Studies and analyzes established directives and delegations of authority which express the operating policies of extremely complex multi-mission activities surveyed as potential business partners. Studies usually include several organizations with extensively interrelated operations involving major, substantive mission functions. Develop statistical and narrative reports to market FISC services to potential customers/partners. Conducts preliminary negotiations with senior leaders of potential partnering command and headquarters personnel. Once sufficient interest is obtained, incumbent drafts documentation to charter a team of subject matter expert from FISC Yokosuka and the potential partner activity to develop a business case. Coordinates a team of diverse subject matter experts in the development of detailed business cases. Plans and implements a team schedule and provides leadership necessary to enable the team to build a business case and prepare a decision presentation. Provide advisory services to subject matter experts representing various supply functions and /or support functions in the collection interpretation, and analysis of data while researching business projects having impact on several organizations with functions that are extensively interrelated.

SOCIAL SCIENCE ANALYST, GS-0101-11 (Commander Fleet Activities Yokosuka, Fleet and Family Support Center, Yokosuka)

Treat clients and their families resulting from child abuse, incest, neglect, and spouse abuse. Assess and evaluate cases, recommend treatment, monitor compliance, provide individual and group treatment to Family Advocacy and non-family advocacy clients. Develop and deliver training in the prevention of domestic violence and Family Advocacy Program Briefs.

CHILD DEVELOPMENT TRAINING & CURRICULUM SPECIALIST, GS-1701-09 (Commander Fleet Activities Yokosuka, Morale, Welfare and Recreation Department, Child Development / Youth Activities Division). PAC5-1701-09-YOK6097478-DE, Open: 1/20/05 Closed: 4/14/05 (1st c/o: 2/10)

Serves as a point of contact for developmental program for NAEYC accreditation, BUPERS inspections, Multi-disciplinary team inspections. Ensures compliance with OPNAVINST and NAEYC Classroom Observation, ECERS/ITERS. Guides management in applying comprehensive environmental and program assessment instruments such as ECERS, ITERS and Classroom Observation and ensure caregivers complete Navy Standardized Training. Develops, implements and oversees all elements of children's developmental program activities, environment and equipment and materials. Ensures staffs are trained in CPR, First Aid and emergency procedures. Initiates, designs, develops and arranges for, conducts and oversees training in early childhood development and related activities for all FCC providers, CDC, and SAC staff. Recommends appropriate equipment and supply purchases and environment arrangements. Maintains training records and prepares reports and recommendations for supervisor.

MANAGEMENT AND PROGRAM ANALYSIS OFFICER, GS-343-13 (Personnel Support Activity Pacific, Yokosuka, Japan)

DUTIES: Designs and conducts complicated management surveys, reviews and research. Directs or conducts comprehensive management studies dealing with work measurement, methods and procedures and Manpower Management. Provides management direction over the Training/Quality Assurance/Operations Department. Develops, manages, and monitors integrated reporting system(s) affecting programs and operations. Program Manager for broad areas of military personnel training, placement and billets. Serves as Command Evaluation Coordinator for Quality Improvement Visits to 12 outlying Detachments. Advises headquarters staff on all military personnel policies and procedures.

INTERDISCIPLINARY ENGINEER, GS-8XX-12 (GS-801, 850, 830, 810, 808, 807, 020) (Commander, U.S. Naval Forces Japan, Yokosuka, Regional Engineer)

DUTIES: Technical advisor and expert on regional and community planning for the COMNAVFORJAPAN AOR, researches, identifies, and documents Navy shore facilities planning requirements in Japan, and assists CNI, NAVFAC, COMPACFLT and COMNAVFORJAPAN leadership in coordinating related planning issues or projects with representatives of all afloat and ashore subordinate and tenant commands assigned to the AOR; authorized to establish these planning requirements to create a mission ready, physical engaging, and social environment where both the Navy and the surrounding Host Nation community may flourish; requirements that include military mission related activities, land development, housing, transportation, and logistics. Meets with Host Nation government agencies and municipal officials in encouraging the adoption of sound planning principles and programs vital to ensuring continued military mission readiness, interoperability with the Host Nation's self defense forces, and development of base and community master plans; in the decision making process, negotiates with Host Nation officials to achieve an understanding and consensus in implementing these plans to the mutual benefit of the Navy and the Host nation. Develops regulations, position papers, and instructions related to facilities and community planning; and within the purview of DoD and CNO direction, recommends policy and procedural setting standards and criteria for COMNAVFORJAPAN to guide all Navy Activities in creating and maintaining comprehensive shore facilities planning documents such as land use plans and master plans. Provides training to installations on Host Nation programs, develops standardized processes, and develops the Host Nation execution projections based on current and future project levels of efforts. Schedules and assists the responsible shore activities in developing or updating the base master plans, capital improvements plans and special land use and facilities related studies; reviews within the purview of the COMNAVFORJAPAN as they relate to the development of such plans. Serves as the Regional Shore Infrastructure Planning (RSIP) coordinator for COMNAVFORJAPAN, with responsibilities for RSIP nominations, programming, execution and technical accuracy. Reviews the Navy and Host Nation facilities programs in military community planning for technical and program management effectiveness; makes reports and offers suggestions to U.S. Forces Japan and COMPACFLT for improvement based on findings related to the current administration of Host Nation and DoD funded facilities construction programs.

SUPERVISORY CONTRACT SPECIALIST, GS-1102-14 (U.S. FLEET & INDUSTRIAL SUPPLY CENTER, YOKOSUKA, JAPAN)

The Deputy Director is responsible for all Departmental programs; supervises a subordinate staff that performs the Department's work; and serves as Chief of the Contracting Office for FISC Yokosuka, in the absence of the Department Director. This position is responsible for oversight of over \$180M worth of contract actions annually. This includes large and small acquisition support throughout the Navy's Northwest Pacific Region, which currently includes five bases in Japan, support to Commander Naval Forces Korea and all forward deployed and transiting ship and aircraft in the region. The Deputy Director is considered the senior civilian advisor at FISC Yokosuka Contracting Department. As such, the incumbent has direct access to the Commanding Officer, Executive Officer, and Executive Director of FISC Yokosuka as well as the Commander, Fleet and Industrial Supply Centers (COMFISCs), the Lead Contracting Executive (LCE), NAVSUP Headquarters, and the Department Director on all contracting and procurement issues. The Deputy Director is held accountable for appropriate support, advice, and assistance on procurement and contracting matters. In addition, the Deputy Director is responsible for the technical and administrative direction of the contracting branches.

FINANCIAL ANALYST, GS-501-13, NAVFAC FAR EAST, YOKOSUKA, JAPAN)

The incumbent is the Deputy to the Naval Facilities Engineering Command Far East (NAVFAC FE) Comptroller and acts as Comptroller during the Department Head's absence. Applies Navy Working Capital Fund (NWCF) management principles, theories, concepts, and practices in new and novel ways to solve problems where no precedent exists. Acts as advisor to senior management regarding the financial management regarding the financial management and oversight of the NWCF that impacts the economy, efficiency and effectiveness of NAVFAC FE operations and its financial condition and as the resident expert on financial and budget matters including cash and investment analysis, maintenance of accounting records, preparation, analysis, and interpretation of financial statements, development/modification of systems to meet local needs, budget formulation and execution, and other similar work.